

Board of County Commissioners
Leon County, Florida

Policy No. 03-18

Title: Grant for Active Duty Military Personnel

Date Adopted: March 28, 2006
Effective Date: March 28, 2006

Reference: None

Policy Superseded: Policy 03-18, Grant for Active Duty Military Personnel, adopted
November 18, 2003

It shall be the policy of the Board of County Commissioners of Leon County, Florida, that a revised Policy 03-18, Grant to Active Duty Military Personnel,” is hereby adopted, to wit:

I. Intent and Purpose

That all persons serving in the United States military who reside in Leon County are eligible to apply for a grant equal to that portion of their Leon County Ad Valorem property taxes on their owner-occupied residence reflecting the amount of time served on active duty in direct support of a named United States military conflict or national emergency declared by the President of the United States per Title 10, U.S.C. Alternately, a grant is available to Leon County residents who are not property owners, but who meet all other eligibility criteria.

II. Eligibility

A. The person making application, in order to qualify, shall be a member of the United States military or a member of the United States Reserve or National Guard who has been called to active duty during the preceding fiscal year of October 1 through September 30 for a named United States military conflict or in support of a national emergency declared by the President of the United States per Title 10, U.S.C.

B. The Grant is also available to members of the United States Reserve or National Guard for time served on active duty, or in active duty for training, when active duty training is in preparation for, and followed by, service in a named military conflict or in support of a national emergency declared by the President of the United States per Title 10, U.S.C. The Grant applies to Leon County property owners who are members of a unit in another state, in addition to those in a Florida unit. Only one refund may be granted to each household per fiscal year.

C. Alternately, a \$600.00 annualized Grant is available to the deployed/mobilized military population who reside in Leon County, but are not Leon County property owners. The \$600.00 Grant will assist deployed/mobilized Leon County service members in meeting expenses caused by their separation from jobs and families. The \$600.00 Grant will be prorated for the actual dates deployed/mobilized. For deployed/mobilized service members who are Leon County property owners, the Grant payable by Leon County will be the greater of either the prorated ad valorem property tax refund or the prorated \$600.00 Grant. Either the prorated ad valorem property tax refund or the prorated \$600.00 Grant, but not both, are available during a fiscal year.

III. Grant Procedures

A. The application period shall be between October 1 and December 31 of each fiscal year, starting with October 1, 2002. The application period for the first year of this grant program was extended through June 30, 2004, to enable participation by those currently on active duty in a current military conflict.

B. The amount of the refund shall be a percentage of the Ad Valorem property taxes assessed by Leon County on the tax bill received in November of such fiscal year reflecting the number of complete and/or partial months served on active duty. Credit for partial months will be prorated for the actual dates spent in active United States military service. Such Grant shall not be eligible to pay the taxes imposed by any other unit of government, nor any assessments, fees, or other charges of any nature whatsoever.

C. The Grant payment equal to Leon County Ad Valorem property taxes, or a \$600.00 annualized Grant, shall be based upon an application form (attached) which must be submitted by the qualifying applicant or specified agent to the Leon County Veteran Services Division, Leon County Courthouse, 301 South Monroe Street, Tallahassee, Florida, 32301, and the Grant shall be in strict accord with the policy set forth herein. The application must be accompanied by appropriate documentation that clearly defines the period of service; e.g., copy of DD Form 214 or equivalent document, copy of official orders specifying actual dates of service, copy of paid travel pay vouchers with attached orders, letter from the respective unit commander or personnel office stating the active duty period, etc.

D. If the application is submitted by the military servicemember's specified agent, a copy of the legal vehicle authorizing the specified agent to act on behalf of the servicemember must accompany the application. These grants are subject to budgetary appropriation on an annual basis by the Board of County Commissioners of Leon County.

IV. Waiver Procedures

A. Grant waiver procedures enable deserving servicemembers to be paid for their service outside the guidelines of the policies as specified above. Active duty military personnel and veterans are accustomed to using two forms for correction of errors. The DD Form 149, Application For Correction Of Military Record Under The Provisions Of Title 10, U.S. Code, Section 1552, and the DD Form 293, Application For The Review of Discharge From The Armed Forces Of The United States. These forms are simple in format. Both forms require demographic data of the person submitting the form, a clear statement of the issues at hand, what correction is expected by the applicant and documentation to support the applicant's position. These familiar forms will be the basis of the application for waiver of the Grant's specified time frames or other provisions. The policy consists of a select a group of veterans, referred to as "The Leon County Military Grant Waiver Review Board", who are employed by the Leon County Board of County Commissioners, to review requests for waiver of the Grant policy guidelines. The DD Forms 149 and 293 are thoroughly reviewed, followed by a decision determined by the Leon County Military Grant Waiver Review Board. There will be an allowance for one request for reconsideration, per applicant. Additional evidence can be submitted during the reconsideration process, in addition to the Department of Defense forms indicated above. If the Military Grant Waiver Review Board reaches the same decision after reconsideration, the verdict will stand without further avenue of appeal, through this process.

B. The waiver procedure is specifically designed to convene the Leon County Military Grant Waiver Review Board consisting of three to seven veterans, depending on availability, who are also Leon County Board of County Commissioner employees. The Military Grant Waiver Review Board will review and decide the outcome of waiver requests based on the policy guidelines and procedures as stated in paragraphs II (Eligibility) and III (Grant Procedures), above. Each waiver request will be addressed according to the specific circumstance of the service member. The Veteran Services Division will receive the waiver request, application and review for completeness and compliance with the County Grant Policy. The Veteran Services Division will forward the waiver request and application to the Leon County Military Grant Waiver Review Board members without comment except those remarks necessary to point out basic policy guidelines that are not met outside of the timeliness parameters. For example, a servicemember who did not reside in Leon County would not be eligible for the Grant regardless of the timeliness issue. Additionally, a servicemember would not be eligible if he or she was not mobilized and deployed for a qualifying event regardless of the timeliness issue. The Leon County Military Grant Waiver Review Board established by this policy, could also be used to review and comment on other veteran-related issues.

Revised 3/28/06



MILITARY PERSONNEL GRANT APPLICATION

Name :

Address:

Tax Parcel I.D. No. (if applicable):

Branch of Military Service (Circle One): Army Navy Air Force Marine Corps Coast Guard
National Guard Army Reserve Navy Reserve Air Force Reserve Marine Corps Reserve

Name of Military Conflict:

Dates of Service: Month/Day/Year ____/____/____ Thru Month/Day/Year ____/____/____

NOTE: The application must be accompanied by: 1) a copy of the tax bill for the above-referenced parcel for refund payment of Leon County Ad Valorem property taxes, if applicable; 2) appropriate documentation that clearly defines the period of service; e.g., copy of the DD Form 214 or equivalent document, copy of official orders specifying actual dates of service, copy of paid travel pay vouchers with attached orders, or a letter from the respective unit commander or personnel office stating the active duty period; and 3) a copy of the legal vehicle authorizing a specified agent to act on behalf of the service member, if applicable.

SUBMIT APPLICATION TO:

Leon County Veteran Services Division
Leon County Courthouse
301 South Monroe Street
Tallahassee, Florida 32301
Questions may be directed to (850) 606-1940

STATE OF FLORIDA
COUNTY OF LEON

The foregoing instrument was acknowledged before me this ____ day of _____ 2006,
by _____ who is personally known to me or who has produced
_____ as identification, and who did take an oath.

(print name) NOTARY PUBLIC

SEAL

My Commission expires: